Minutes

Statewide Interoperability Executive Council BDS/Homeland Security
February 26, 2004

Gowen Field Building 578

Members Present: Chairman Mark Lockwood - ICOPA
R. Dan Charboneau - ISP
Jerry Goetz - FBI
John Elarrieta - IAC
Jaime Herrera - IDOC
Joe Roche - Dept. of Administration
Stephen Jenkins - Nat'l Interagency Fire Center
Greg Laragan - ITD
Bruce Allcott - Idaho Fire Chiefs Association
John Powell - ODP
Clark Hendrickson - ODP/SPAWAR Systems Center
Mary Halverson - ID Bureau of Homeland Security
John Sutton - ODP/ SPAWAR Systems Center
Cheryl Flood - Dept. of Administration
Scot Maring - Dept. of Administration
Nathan Bentley - ITRMC
Don Fournier - ITRMC
Stephen V Southwick - Idaho Sheriffs Association
Stan Passey - Idaho State Police
John Cline - Idaho Burea of Disaster Services
John Fryling - Kootenai Co. 9-1-1
Keith Cook - Motorola
Bob Howard - Bonner County Dept. of Emergency Management
Scott Reinicker - Dept of Fish and game
Mike Candelaria - DOI/ Bureau of Land Management
Bart Hamilton - Ada County sheriff's Office
Les Shadduck - Ada County Sheriff's Office
Matt Howarth - Motorola
Gordon Howell - Bannock County
Aaron Clark - Clark Radios Electronics
Jeff Berger - Intermountain Communications
Jim Price - Dept. of Administration Microwave Services
Nick North - SAIC
David Hahn - DFM
Dia Gainor - Id Dept of Health and Welfare/ EMS
Londa Huwa - Id. Bureau of Hazardous Materials

 Chairman Mark Lockwood called the meeting to order at 9:00am

An attendance sheet was passed around to the members
Attendees introduced themselves

Review & Approve Minutes

Minutes from the January meeting were distributed and reviewed by each attendee
A motion was made by Jerry Goetz to accept the minutes as written.
John Cline seconded the motion.

SIEC Web Site   Joe Roche (Dept. of Administration)

Mr. Roche discussed the public safety licenses held in the State of Idaho. Jim Price has been consulting the FCC database and has identified 1484 unique public safety licenses in the State of Idaho. Cheryl Flood, Mr. Roche's associate was introduced and presented a power point presentation on the concept design for the SEIC Web page, banner, letterhead and logo for future use by the committee. For those interested, there is a disk of this presentation available from John Cline. The web address has been given to the chair but it has not been shared with the public up to this time. When the sight has met the criteria required, the address will be www.siec.id.gov . The web sight is not active at this time. Joe Roche will contact Chair Mark Lockwood with a time line on when the web site will be on line.

A motion to adopt the banner, branding and web page design for the SIEC as developed by Intermac (?) was made by John Cline
It was seconded
All in favor - unanimous

WMD Scenario Development - ODP Group

Clark Hendrickson of Spawars presented a power-point presentation explaining the structure of Spawars and how they came to work with the state of Idaho.

Nick North presented possible scenarios of attacks on two Idaho targets to the group. Because these scenarios are considered "For Official use only" there will be no detail in the minutes.

The purpose of these scenarios was for the group to consider the following:

- How to apply existing communications assets
- How to apply the proposed interoperable communication assets
- What other functions could be assessed with the application of these scenarios

Mr. North was able to get a copy of the HSEEP (Homeland Security Exercise Evaluation Program). Volume 1 & 2 are available on the ODP sight. Volume 3 is in its final edit. Volume 4 is in a basic draft form and it will go onto a secure server that will be available to interested parties such as this committee. If you are interested in it, you can contact him.

Interoperability Methods Overview - OPD

John Powell spoke on Interoperability in Voice Communications.
Three basic types of interoperability:

1. Automatic aid - a fire department covers their a neighbor, procedures are well established
2. Task Force - this is when a group comes together with the ability to plan ahead and to work out their communications protocol
3. Mutual Aid - All fifty states have a mutual compact. This is used when you have a major incident such as a wild land fire, earthquake or a planned event (political convention, the Olympics) these are typically large events paid for by some other organization.

Interoperability equipment is only as good as your protocol. It should be easy enough to become second nature.

> Example: The "Go to First"- This is an area wide interconnection of interoperability designated as a "go to first" for Firemen, Law Enforcement and Emergency Medical. If they are going outside of their jurisdiction, they change channels one time.

Interoperability Methods:
- Shared Radios- agencies that are on common systems
- Shared Channels - add other channels to your radio
- Interconnects and Cross patching - Acu 1000 or cross patching through console
    - They are only good in common overlap areas
    - They are wasteful of spectrum
    - They have delay problems
- Proprietary based shared Systems - based on specific company technology
- Standards based shared Systems - Project 25

Potential near-term & long-term solutions for Idaho -ODP

Various possible near-term solutions were discussed.
- Interconnection of Interoperability channels
- Controlled interconnection of different bands via microwave links to Meridian

A potential far-term Solution could be a Shared trunked system.

One example of this is RAMBIS (Regional Area Multi-band Integrated System) - when channels are connected across three frequency bands. Transmissions received on one calling channel are repeated over the calling channel on the other two frequency bands.

700MHz & 800MHz Planning - Stan Passey

-An overview of how 800MHz systems are being used in our area was given.

-Since the convening meeting on May 22, 2002 they have progressively moved forward to develop a plan for using these systems. The FCC formed a committee known as the NCC (National Coordination Committee). Before their charter ran out last year, they formulated a template to be utilized by the 700MHz regional planning committees to help develop a plan.

-They are around 70% through the planning process on 700MHz. The target date to complete the plan is May 2004.

-This plan includes SIEC participation. Jerry Goetz has a copy of the plan for viewing by committee members.

-A meeting is planned for March 2, 2004 at the 911 facility in Coeur d'Alene. This will be their convening meeting to decide what to do with 4.9GHz.

-Currently they have a draft plan on their 700MHz website. The address to that site is www.700region12.org.

-NPSTC (National Public Safety Telecommunications Council) has an informative web sight that speaks of SIEC development & involvement. www.npstc.org.

-They are currently budgeting for a meeting to bring together all the SIEC's from around the country. Each SIEC would be allowed to send two representatives to this meeting at no expense to the local committee. This meeting will possibly take place in Denver.

Report on Assessment model - John Cline

A draft assessment and cover letter were handed out to the committee members.
The inventory assessment letter was broken down into two separate forms. One is an administrative form, the second is a technical form. The third item handed out is the cover letter. It was decided that the best way to distribute this assessment would be to mail it to each entity and then follow-up with e-mail a few days later.

There was discussion on "putting a hook" in the letter to motivate the receiver to return the information requested.

Some members felt that we should follow up face to face on this assessment. Two possible ways to do this are;
1. All the members of the assessment committee would contact their agencies according to their area of expertise
2. Area Field Officers (Bureau of Disaster Services)

The committee members will be responsible to let the Assessment Committee know who needs to receive these forms.

Through further discussion it was decided to send the assessments to First Responders and also to more common agencies in the same mailing. This will delay the distribution of the assessment packet until after the March meeting. During this time the Assessment Committee will be identifying the additional agencies and gathering information needed for distribution.

12:00-12:30 Lunch Break - Review of Assessment Document during break

Suggested changes on draft Assessment forms:

Cover Letter	Administrative	Technical
Correct: Chair Lockwood's phone number	**Pg 1 Question 1** **Add to** Agency Point of Contact "for this information:"	**Reword:** Explain that a system is one that can function independently of other systems in your jurisdiction. Example: Primary Voice System/Global data System
Paragraph 4 **Change:** "Idaho Bureau of Disaster Services" **To:** "Information Technology Resource Management Council State Department of Administration".	**Pg 3 Question 7** **Change:** Interoperability Communications System (ICS) deployment effort **To:** Interoperable Communications efforts.	**Section B** **Delete:** Last line in table (re: subscriber fees)

Paragraph 5
Change: John Cline and address information
To: Joe Roche followed by his address information
	Pg 4 Question 9
	Remove: Coastal
	        (ex. Columbia River Area)
	        Benchmarks
	Change: " Area of Reliability" Box
	TO: What degree of your response area is properly covered?
		Format
		Change: format Sections A, E and G in a way that would make it easy to copy for each system they are reporting on.

Add: "Funding Bait" to contents of letter	**Pg. 5** **Delete** questions 13 - 19	**Section G** **Delete:** Facilities Table
Address PSAPS in the letter itself		**Section H** **Change:** Repeater sites (2 places) **To:** Communication and or repeater sites **Remove:** (Please use GIS Coordinates) **Change Section H** to Spread sheet format

Recent Developments

Gordon Howell -Bannock County
A letter from Bannock County Commissioners to Congressman Simpson was distributed to members of the council. In this letter they are requesting $1.5 million in directed appropriation to complete the funding for their communications update. Bannock County is an area with aging inadequate equipment. They have received Grants from FEMA ($660,000) and ODP ($409,000) and also ½ million dollars in matching funds from 911. They would like to be interoperable with the rest of the state. They are looking at the 700MHz that will be P25 compatible

Les Shadduck - Ada County
Les is tasked with provide quality communications for all public safety agencies within Ada County. He was hired by the County Commissioners to work with the Ada County Sheriffs office on Emergency Communications.

 Ada County Communications History:
1996- Study showed that they should go trunk
2000- County Commissions killed trunk system
2004- They are looking into at 700MHz system

Ada County is looking at interoperability before 2008

Work Plan Template Development Working Session - ODP Group

Jurisdiction Overview - The results of the assessments will help with this information

Point of Contact - The point of contact will have an addendum that says that The Point of Contact will be the voting membership of the SIEC

Subcommittees - The use of subcommittees would streamline the process in finding out where the gaps are in our interoperability in the event of an emergency and also in everyday needs.

- Chair Mark Lockwood formed a subcommittee that consists of Stan Passey (Idaho State Police), Jim Price (Dept. of Administration Microwave Services), Scott Maring (Dept. of Administration) and Steve Jenkins (National Interagency Fire Center). The Vice Chair, Jerry Goetz (FBI) will head this committee. The purpose of this committee would be to find out the interoperability capabilities that we currently have and what our short falls are. They would also be involved in sorting out the assessments and providing technical data.

Problem Statement (Areas that need developing) -

Concerns raised by Chair Lockwood:
- We have UHF 450 Bands and State Communications that works off of a microwave. This gives us interoperability in two areas. Each works off of one channel that would be unusable in the case of a huge event.
- We have no working tactical(?)
- We have no working groups that we can drop into.
- When we cross the line to the north we have to get permission from the Canadians to utilize some of the frequencies that affect one whole and ½ County to our north.
- In re-farming there could be some issues that come up that we will have to deal with existing and are not already taken up how many are will we be able to utilize once there re-farmed and stepped down that are close enough to work in a system.
- Even looking at the digital side of this before we make the first move. We have to be able to over come

Discussion:

- We need to know what our "current" abilities and inabilities are. We don't need to know "where are we going" at this point.
- The problem statement is establishing "What our problem is."
- Question: Won't the assessments answer a lot of these questions?
- Comment: There are people in this room that could answer most of the questions we need answered.
- Our VHF does not have the ability to operate with our UHF other than through a patch or stacking radios. Predominantly most law enforcement in the state with the exception of three or four are all in UHF. We also have a mutual aid channel we call "Valley All Call" on the UHF side.
- The state also provides one OSCCR frequency for on scene coordination. This is strictly a line of sight frequency.

Approval of Mission & Vision Statements - Chair Lockwood

The Mission and Vision Statement were both approved unanimously.

Other Topics discussed:
The mandate on converting to lower bands for 2008 has been stayed. Now the discussion is that the "drop dead date" will be January 1, 2013. There will in all probability not be any funds available from the FCC to help make this happen.

Meeting was adjourned at 2:30pm

Due to technical difficulties there are no other minutes to report for this meeting.

Council Members Information

Member	Agency	Telephone	Fax	E-mail
Bruce Allcott	Idaho Fire Chiefs Assoc.	455-3032	455-3014	ballcott@a.caldwell.id.us
Nathan Bentley	ITRMC	332-1879		nbentley@adm.state.id.us
Jeff Berger	Intermountain Communications	587-7122	587-8218	Jeff.berger@att.net
Mike Candelaria	DOI/Bureau of Land Management	373-3991	373-3904	Mike_candelria@blm.gov
R. Dan Charboneau	ISP			
Aaron Clark	Clark Radio Electronic	785-1430	587-8218	Jeff.berger@att.net
John Cline	Idaho Bureau of Disaster Services	334-3460	334-2322	jcline@bds.state.id.us
Keith Cook	Motorola	241-2743	467-3255	Keith.w.cook.@motorola.com
John Elarieta	IAC	324-8811	324-2719	jelor@co.jerome.id.us
Cheryl Flood	Dept. of Administration	332-1857	334-2350	cflood@adm.state.id.us
Don Fournier	ITRMC	332-1877		dfournie@adm.state.id.us
John Fryling	Kootenai Co. 9-1-1	446-1851	664-4064	jfryling@kcgov.us
Dia Gainor	Id. Dept of Health & Welfare/EMS	334-4000	334-4015	gainord@idhw.state.id.us
Jerry Goetz	FBI	321-4810	321-8239	Boiset.su@FBI.gov
David Hahn	DFM	334-4799	334-2438	dhahn@dfm.state.id.us
Mary Halverson	Idaho Bureau of Homeland Security	422-5723	422-4485	mhalverson@bds.state.id.us
Bart Hamilton	Ada County Sheriffs Office	377-6652	377-6535	Bhamilton@adaweb.net
Clark Hendrickson	ODP/SPAWAR Systems Center	619-553-6715	619-553-5366	Clark.Hendrickson@navy.mil
Jaime Herrera	IDOC	658-2150	327-7455	jherrera@corr.state.id.us
Bob Howard	Dept of Emergency Management/Bonner County	265-8867	255-7077	bhoward@bonners.org
Matt Howarth	Motorola	377-2080	377-2085	m.howarth@motorola.com
Gordan Howell	Bannock County	236-7389	236-7013	gordy@bannock.id.us
Londa Huwa	BHM	422-5725	422-4485	Londa@bds.state.id.us
Stephen Jenkins	Nat'l Interagency Fire Center	387-5485	387-5560	Sjenkins01@Fs.Fed.us
Greg Laragan	ITD	334-8535	334-8595	glaragan@idt.stat.id.us
R Mark Lockwood	ICOPA			
Scot Maring	Dept. of Administration	332-1841	334-2370	smaring@adm.state.id.us
Nick North	SAIC	334-4799	334-2438	dhahn@dfm.state.id.us
Stan Passey	Idaho State Police	846-75-15	884-7290	Stan.passey@isp.state.id.us
John Power	ODP	510-410-2858	360-639-0471	jpowell@berkely.edu
Jim Price	Dept. of Administration Microwave Services	288-4000	288-2605	jprice@adm.state.id.us
Scott Reinecker	Dept. of Fish & Game	334-3736	334-2793	sreinick@idfg.state.id.us
Joe Roche	Dept of Administration	332-1840	334-2350	jroche@adm.state.id.us
Les Shadduck	Ada County Sheriff's Office	372-6581	377-6535	lshadduck@adaweb.net
Stephen V. Southwick	Idaho Sheriff's Association	886-2250	886-2851	sheriff@lincolncountyid.us
John Sutton	ODP/SPAWAR Systems Center	619-553-2183	858-826-3103	suttonj@spawar.navy.mil